

Table of Contents

SECTION 1 - OVERVIEW AND GENERAL POLICIES	PG#
1.1 PURPOSE OF PERSONNEL POLICIES	1-1
1.2 INTRODUCTION.....	1-1
1.3 PERSONNEL ADMINISTRATION GENERALLY.....	1-1
1.4 WRITTEN DEPARTMENTAL RULES AND STANDARD OPERATING PROCEDURE	1-2
1.5 WHAT THE DISTRICT EXPECTS FROM YOU.....	1-2
1.5.1 Teamwork And Excellence.....	1-2
1.5.2 Personal Conduct.....	1-2
1.5.3 Code of Ethics for District Employees.....	1-2
1.5.4 Political Activities of District Employees.....	1-3
1.5.5 Cost Consciousness	1-3
1.5.6 Attendance and Punctuality	1-3
1.5.7 Personal Appearance	1-3
1.5.8 Appearance Of Work Areas	1-3
1.5.9 Personal Telephone Calls	1-4
1.5.10 Cell Phones.....	1-4
1.5.11 Tobacco Use	1-4
1.5.12 Outside Employment.....	1-5
SECTION 2 - APPOINTMENTS, QUALIFICATIONS, AND SEPARATION	PG#
2.1 JOB ANNOUNCEMENT.....	2-1
2.2 APPLICATIONS.....	2-1
2.3 ELIGIBILITY.....	2-1
2.4 SELECTION.....	2-1
2.5 ORIENTATION.....	2-2
2.6 ORIENTATION PERIOD.....	2-2
2.7 EMPLOYEE STATUS	2-2
2.7.1 Regular Full-Time Employees.....	2-2
2.7.2 Regular Part-Time Employees.....	2-2
2.7.3 Temporary Employees	2-2
2.7.4 Duration of Employment	2-2
2.7.5 Anniversary Dates.....	2-3
2.8 VOLUNTEERS.....	2-3
2.9 EMPLOYMENT OF RELATIVES.....	2-3
2.1 PHYSICAL EXAMINATIONS.....	2-3
2.11 DRIVING RECORD.....	2-3
2.12 LAYOFFS.....	2-4
2.13 RECALLS.....	2-4
2.14 VOLUNTARY RESIGNATIONS.....	2-4
2.15 PERSONNEL RECORD.....	2-4
2.15.1 Maintenance of File.....	2-4
2.15.2 Removal.....	2-4
2.15.3 Access to Personnel Files.....	2-4

Table of Contents

SECTION 3 - PAYROLL, SCHEDULING AND OVERTIME PRACTICES	PG#
3.1 WORK WEEK AND WORKING HOURS.....	3-1
3.2 WAGE COMPENSATION.....	3-1
3.2.1 Overtime Compensation.....	3-1
3.2.2 Bureau of Labor and Industries (BOLI) Statement.....	3-1
3.2.3 Wage Policy.....	3-1
3.2.4 Wage Compensation and Steps.....	3-1
3.2.5 Out of Class Pay.....	3-2
3.3 REST PERIODS.....	3-2
3.4 MEAL PERIODS.....	3-3
3.5 PAYDAY.....	3-3
3.6 PAYROLL DEDUCTIONS.....	3-3
3.6.1 Required Deductions.....	3-3
3.6.2 Optional Deductions.....	3-3
3.6.3 Deferred Compensation.....	3-4
3.7 MEDICAL, LIFE INSURANCE AND RETIREMENT.....	3-4
3.8 TIME RECORDS.....	3-4
3.9 PAY UPON SEPARATION.....	3-4
3.10 JOB SHARING.....	3-5
3.11 STANDBY POLICY.....	3-5
3.11.1 Standby Duty - Collections Operator Non-Mandatory Response.....	3-5
3.11.2 Wastewater Treatment Operator Mandatory Standby Duty.....	3-7
SECTION 4 - EMPLOYEE EDUCATION, TRAVEL, AND EXPENSE REIMB.	
4.1 GENERAL TRAVEL EXPECTATATIONS.....	4-1
4.2 DOCUMENTATION OF TRAVEL OBJECTIVES.....	4-1
4.3 TRAINING AND TRAVEL APPROVAL.....	4-1
4.4 TRAINING & TRAVEL REQUESTS AND EXPENSE REIMBURSEMENTS.....	4-1
4.5 TRAVEL EXPENSE SETTLEMENT AND DOCUMENTATION.....	4-1
4.6 TRAVEL GUIDELINES.....	4-2
4.6.1 Transportation.....	4-2
4.6.2 Travel Time.....	4-2
4.6.3 Lodging.....	4-2
4.6.4 Meal Per-Diem.....	4-2
4.6.5 Telephone and Related Expenses.....	4-2
4.6.6 Registration and Tuition Fees.....	4-2
4.6.7 Accompanied Travel.....	4-3
4.6.8 Unforeseen Reimbursable Expenses.....	4-3
4.6.9 Non-reimbursable Expenses.....	4-3
4.7 DISTRICT ENCOURAGES EDUCATION & TRAINING.....	4-3
4.7.1 Training Expenses.....	4-3
4.7.2 Training Times.....	4-3
SECTION 5 - TIME OFF	PG#
5.1 VACATION BENEFITS.....	5-1

EMPLOYEE PERSONNEL POLICY MANUAL - 2014

Table of Contents

5.1.1 Vacation Credits.....	5-1
5.1.2 Carry Over.....	5-2
5.1.3 Exempt Salaried Employee.....	5-2
5.2 HOLIDAYS.....	5-2
5.3 SICK LEAVE/PERSONAL BUSINESS LEAVE.....	5-2
5.3.1 Use of Sick Leave.....	5-2
5.3.2 Accrual.....	5-2
5.3.3 Exempt Salaried Employee.....	5-3
5.3.4 Notification of Inability to Work.....	5-3
5.3.5 Bereavement Leave.....	5-3
5.3.6 Personal Business Leave.....	5-3
5.4 JURY DUTY.....	5-3
5.5 MATERNITY.....	5-4
5.6 MILITARY LEAVE.....	5-4
5.6.1 Reinstatement.....	5-4
5.6.2 Paid Military Leave.....	5-4
5.6.3 Unpaid Military Leave.....	5-4
5.7 UNPAID LEAVE OF ABSENCE.....	5-5
5.7.1 General.....	5-5
5.7.2 Unpaid Leave Requests.....	5-5
5.7.3 Status of Employee Benefits During Personal Leave.....	5-5
5.7.4 Domestic Violence Victims/Crime Leave Law.....	5-5

SECTION 6 - SAFETY AND ACCIDENT/INCIDENT REPORTING **PG#**

6.1 SAFETY POLICY STATEMENT.....	6-1
6.2 UNSAFE CONDITIONS.....	6-1
6.2.1 Employee Responsibility.....	6-1
6.2.2 Management Responsibility.....	6-1
6.2.3 Managing Unsafe Conditions.....	6-2
6.3 ACCIDENT & INCIDENT REPORTING.....	6-2
6.3.1 Vehicular Accidents.....	6-2
6.3.2 Other Accidents.....	6-2
6.4 EMPLOYEE INJURY REPORT.....	6-3
6.5 WORKERS COMPENSATION INSURANCE.....	6-3
6.6 WORKERS COMPENSATION PAYMENTS.....	6-3
6.7 RETURN- TO-WORK POLICY.....	6-3
6.7.1 Light Duty Work Assignments.....	6-4

SECTION 7 - DRUGS AND ALCOHOL **PG#**

7.1 STATEMENT OF CONCERNS.....	7-1
7.2 POLICY.....	7-1
7.3 PERMITTED USE.....	7-2
7.4 REPORTS OF DRUG CONVICTION.....	7-2
7.5 EMPLOYEE EDUCATION.....	7-2
7.6 EMPLOYEE ASSISTANCE.....	7-2

Table of Contents

7.7 DISCIPLINE RELATED TO ABUSE.....	7-3
7.8 DRUG TESTING UPON REASONABLE SUSPICION.....	7-3
7.9 CONSEQUENCE OF A POSITIVE TEST.....	7-3
7.10 CONSEQUENCE OF REFUSAL TO SUBMIT TO TESTING.....	7-4
7.11 TESTING PROCEDURE.....	7-4
7.12 RANDOM DRUG TESTING.....	7-5
7.13 POST-ACCIDENT TESTING.....	7-5
7.14 SAFETY-SENSITIVE PRE-EMPLOYMENT DRUG SCREENING.....	7-5
7.15 DEFINITIONS.....	7-6
LAST CHANCE AGREEMENT.....	7-8
SECTION 8 - NON-DISCRIMINATION AND HARASSMENT	PG#
8.1 EQUAL EMPLOYMENT OPPORTUNITY.....	8-1
8.2 HARASSMENT.....	8-1
8.2.1 Statement of Concern	8-1
8.2.2 Policy.....	8-1
8.2.3 Reporting Harassment.....	8-1
8.2.4 Response to Reports of Harassment.....	8-1
8.2.5 Investigation.....	8-2
8.3 IMMIGRATION AND NATIONALITY PROGRAM.....	8-2
8.3.1 Policy.....	8-2
8.3.2 Procedure.....	8-2
SECTION 9 - HIV DISCRIMINATION	PG#
9.1 THE DISEASE.....	9-1
9.2 PURPOSE OF POLICY.....	9-1
9.3 NON-DISCRIMINATION IN HIRING.....	9-1
9.4 EMPLOYEE EDUCATION.....	9-2
9.5 THE DESIGNATED CONTACT PERSON.....	9-2
9.6 CONFIDENTIALITY.....	9-2
9.7 EMPLOYMENT CONCERNS OF INFECTED EMPLOYEES.....	9-2
9.8 INFECTED CITIZENS.....	9-3
9.9 BUSINESS DISRUPTIONS DUE TO UNFOUNDED HEALTH CONCERN.....	9-3
9.10 OVERSIGHT.....	9-3
SECTION 10 - BLOODBORNE PATHOGENS	PG#
10.1 BLOODBORNE PATHOGENS EXPOSURE CONTROL.....	10-1
SECTION 11 - DISTRICT SAFETY COMMITTEE	PG#
11.1 SAFETY COMMITTEE REQUIREMENTS.....	10-1
11.2 COMPOSITION OF SAFETY COMMITTEE.....	10-1
11.3 SAFETY COMMITTEE DUTIES AND FUNCTIONS.....	10-2
SECTION 12 - PROBLEM SOLVING PROCESS	PG#
12.1 DISTRICT POLICY.....	11-1
12.2 STEPS TO SOLUTION.....	11-1
SECTION 13 - DISCIPLINE	PG#

EMPLOYEE PERSONNEL POLICY MANUAL - 2014

Table of Contents

13.1 DISCIPLINE GENERALLY.....	12-1
13.2 DISCIPLINE - GENERAL GUIDELINES.....	12-1
13.3 APPLICATION OF PROGRESSIVE DISCIPLINE.....	12-2
13.4 DISCHARGE PROCEDURE.....	12-2
13.4.1 Pre-Discharge Conference.....	12-2
13.5 APPEAL OF DISCIPLINE ACTION.....	12-3
13.5.1 Right of appeal from discipline.....	12-3
13.5.2 Who may appeal.....	12-3
13.5.3 Investigations.....	12-3
13.5.4 Hearings on Appeal.....	12-3
13.5.5 Board of Directors Findings.....	12-4
13.5.6 Procedural rights related to performance and discipline for supervisors and the District Mai	12-4

SECTION 14 - PERFORMANCE EVALUATION

PG#

14.1 EMPLOYEE PERFORMANCE REVIEWS.....	13-1
14.1.1 Purpose-Communication.....	13-1
14.1.2 Goal-Form Desirable Behaviors.....	13-1
14.1.3 Review Process.....	13-1
14.1.4 Employees Affected.....	13-1
14.1.5 Regular Review.....	13-1
14.1.6 Supplemental Evaluation.....	13-1
14.1.7 Orientation Review.....	13-1
14.1.8 Pay and Orientation Recommendations.....	13-1

SECTION 15.0 - EMAIL & INTERNET POLICY

PG#

15.1 GENERAL.....	14-1
15.1.1 Use of District Equipment & Electronic Privacy.....	14-1
15.1.2 Use of the Internet and Email.....	14-1
15.1.3 Access to District Electronic Information.....	14-1

SECTION 16 - CONFIDENTIALITY

PG#

16.1 GENERAL.....	15-1
16.2 DEFINITIONS.....	15-1
16.2.1 Confidential Information Definition.....	15-1
16.2.2 Definition of Disclosure.....	15-1
16.3 PENALTY.....	15-1

SECTION 17 - Vehicle Use Policy

PG#

17.1 PURPOSE AND SCOPE.....	16-1
17.2 POLICY.....	16-1

Employee Personnel Policy Manual Acknowledgement Statement.....A-1